



## **Town of Springfield, St. Croix County**

Sheri Erickson - Clerk/Treasurer

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## **Employment Opportunity Deputy Clerk/Treasurer Town of Springfield St. Croix County**

### **Position Objectives:**

The Town of Springfield currently has an opening for a part-time Deputy Clerk/Treasurer.

### **Duties and Responsibilities:**

This position will be responsible for assisting the Clerk/Treasurer. The duties include but are not limited to: accounts payable, accounts receivable, election administration support, licensing, customer service, website management, maintaining village records, payroll processing and general staff support.

### **Minimum Requirements:**

The position requires initiative, judgement and the ability to work effectively and independently with the public and other municipal and town officials. Must be bondable according to State Statutes and maintain bondable status.

### **Benefits:**

Starting salary will depend on experience and qualifications.

### **More Information:**

The Clerk/Treasurer position for the Town of Springfield is currently a part-time position. The current Clerk/Treasurer will be retiring on December 31, 2025, with the intention of the Deputy Clerk/Treasurer taking over the Clerk/Treasurer position. Applications will be accepted until the position is filled. Interested applicants shall submit a resume and letter of qualification to [clerk@townofspringfield.com](mailto:clerk@townofspringfield.com). For a complete list of duties and preferred skills, please refer to the town's website, [townofspringfield.com](http://townofspringfield.com).